



<b>Meeting Date</b>	<b>12/20/2006</b>	<b>Time</b>	<b>10:00 – 11:30</b>
<b>Location</b>	<b>Germantown CXXI 2204; 866-919-7299; passcode 6255248</b>		
<b>Meeting Title</b>	<b>BPR Reimbursable Work Group</b>		
<b>Facilitator</b>	<b>Lois Coleman</b>		

#### Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	N	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	Y	
Brenda Hernandez	NMFS	N	
Dawn DiFiore	NMFS	Y	
Herbert Callands	NWS	N	
Debbie Hoffman	NWS	N	
Carmen Solis	NOS	N	
Bruce Jackson	NOS	N	
Paul Johnson	OAR	N	
Steve Musser	OAR	N	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	N	
Alicia Ferguson	NESDIS	N	
Gerald Thomas	NMAO	Y	
Malcolm Orr	OGC	Y	
Thomas Santymire	Budget Office	N	
Pam Williams	CMFD	N	
Valda Ferrell-Evans	CMFD	N	
Sharon Glover	BIS	N	
Guest Name	Organization	✓	E-mail

#### Agenda:

1. Approve the list of training courses required for reimbursable staff – Paul Johnson
2. Introduce draft guidance – Mark St.Clair
3. Update on progress on the SOPs – Paul Johnson
4. Review action items – Lois Coleman

## Minutes

1. Mark St. Clair presented the draft guidance. He sent the draft and a summary of major policies to the RWG for review and comment. The RWG will begin discussing the draft guidance on January 10.
2. Malcolm Orr explained that NOAA LOs should contact Elise Packard for reimbursable training. OGC does not offer an annual or regularly scheduled training course, but prepares training based on individual requests.

<b>The Next Meeting will be:</b>	<b>Wednesday January 3, 2007, 10:00-11:30;</b>
----------------------------------	--